

MAHA SARASWATHI HINDU TEMPLE

HTCSCI Facility Reservation & Usage Policies

Reservation Procedures

Reservation of a HTCSCI facility requires a completed, signed agreement with a \$100 damage deposit. The signed agreement and deposit must be received by the HTCSCI a minimum of one (1) week prior to the scheduled date of usage or usage automatically cancels and results in the HTCSCI reverting to first come, first served basis for the time in question. For reservations, please send an email to HTCSCI-Hall-Reservation@googlegroups.com

Facility Reservation Time and Suggested Donation

Suggested Donation				
A damage deposit of \$100.00 is required for ALL reservations				
For Facility Reservation, send an email to HTCSCI-Hall-Reservation@googlegroups.com				
Day	Time	Suggested Donation	Additional fee each(1) hour subject to facility availability	Clean-Up Responsibilities
Full Day	8am to 11pm	\$600	NA	The user has the responsibility of leaving the facility as it was originally found. Failure to comply will lead to forfeiture of all or part of the user's damage deposit.
Morning half day	8am to 3pm	\$300	\$50	
Evening half day	4pm to 11pm	\$300	NA	
Anytime	2 hours minimum	\$200	\$50	
Commercial training classes	3 to 4 pm/any 1 hour	\$25	\$25	Subject to facility availability
Non-Profit Organizations	\$75 less than suggested donation on all categories except training classes to Kids Note: Proof of identity required (Federal & IL State Tax		\$50	

Deposits/Payments

All suggested donations must be paid **via cash, check (payable to HTCSCI) or credit card (Visa, MasterCard)**. A security deposit is required at the time of the reservation to reserve a facility for any event. The balance for all suggested donation must be paid end of the day of facility usage All suggested donations are subject to facility availability.

Facility Reservation Time Requested

- Facility reservation times are required upon making the reservation. Suggested donation fees are applied for actual event time
- All persons associated with event must vacate the premises when the permitted time expires. Events that go over contracted program time will require prior permission/approval from HTCSCI and will be an additional hour fee or have their deposit withheld

Cancellation Policy

- HTCSCI reserves the right to cancel any reservation contract and/or equipment request without prior notice. This shall be done when it is deemed necessary to do so
- In case event must cancel a reservation, the following policy is in effect:
 - Written cancellation given **5** days before event: **No Refund**
 - Written cancellation given **6** days before event: **Full Refund**
- Events terminated by the HTCSCI due to emergency initiated on the part of the facility user, or breach of rules and regulations by the facility user shall cause the damage deposit to be forfeited
- Damage deposit will be returned in full when an event is terminated by the HTCSCI due to an emergency initiated by an unforeseen weather or catastrophic occurrence, extended power outage, plumbing malfunction or building/equipment malfunction NOT caused by the facility user and which causes evacuation of the building throughout the length of the usage time

Refunds/Damage Deposits

- If Police authorities, Fire Department authorities, or other city staffs are called to address an issue or disturbance at event at any time, damage deposit will be withheld
- **Return of deposits:** For deposits made by check, refunds will be mailed to the permittee. A check will be mailed for the appropriate amount approximately 2 to 3 weeks after the date of the event or after a cancellation has been made
- For deposits made by credit card, refunds will be credited back to the credit card company.
- For cash deposits, the facility user must pick up their deposit in-person at HTCSCI
- Damage deposit refunds will be processed after event if the facility is left in a satisfactory condition, nothing is broken, and the event ends at its scheduled time
- HTCSCI will deduct additional charges from the damage deposit relating to, but not limited to, additional cleaning time or additional facility use time
- Facility user shall reimburse the HTCSCI the full replacement cost of any equipment damaged beyond minimal repair during the event
- HTCSCI reserves the right to hold the facility user's damage deposit in its entirety if facility user does not follow specified HTCSCI policies. This will hold true regardless of whoever (facility user or guest or agent of permit holder) was responsible for the breach of policy
- Should the amount of damages to equipment and/or property, violations, additional maintenance/cleanup or facility use time exceed the amount of damage deposit on file, facility holder will be billed for the balance of cost, which will be due and payable upon receipt

Reschedule Facility Reservations Date

- A \$25.00 administrative fee will be charged for all re-schedule facility reservation date changes 30 days prior to the event date subject to room availability

Room Set-Up and Decoration Rules

- The facility user will be responsible for arrangement of the setup

- Pins, duct tape, nails or staples driven into the plastered walls or partitions in the facility are prohibited and such violation will result in forfeiture of the damage deposit
- Decorations must be self-standing in the facility. No confetti, glitter, silly string, or fog machines are permitted in any room within the facility
- Specific fire code regulations must be followed for candle usage. **No open flames are allowed** other than briefly lit birthday, unity, or altar candles, or sterno heaters

Clean-Up Responsibilities

- Facility user has the responsibility of leaving the room as it was originally found
- Set-up and clean-up times should be scheduled within reserved time
- Facility will furnish normal cleaning supplies such as trash bags, mops, toilet paper rolls, hand wash soap, sponges and folding chairs approx. 150 & 6' rectangle tables 20. It is the facility user's responsibility to clean them and remove the trash bags from the facilities to the dumpster outside the facilities

General Rules

- Any form of Smoking /Alcohol/ and/or drugs/substance abuse products are NOT permitted on HTCSCI property. Such use will result in immediate ejection from the premises
- Non-Veg including egg is prohibited on HTCSCI property
- Birthday cakes are allowed ONLY to the facility room
- Pooja/Priest services are NOT included in facility reservations
- Priest services are available up on request for additional fee
- Hawan/Homa pooja activities are NOT allowed inside the facility except for weddings
- Pooja pkg members does not have right to use the facility without paying suggested donations and prior reservations
- HTCSCI facility is reserved for HTCSCI major events throughout the year
- Music must not be loud or offensive to the public. HTCSCI facility is within a residential area; please respect the neighbors of the pavilion
NOTE: Music must comply with the City of Champaign Noise Ordinance or police will be dispatched. Equipment that may cause power failure to the facility will be prohibited
- Each guest at an event must obey all applicable County, State, and Federal rules, ordinances, laws, and regulations. Failure to obey the rules and regulations will result in cancellation of the reservation. Additionally, facility user may be asked to leave the facility and/or be subject to legal action whether such violations are because of either the permit holder or any guest
- Facility user accepts full responsibility for all damages and/or all claims of liability
- HTCSCI reserves the right to control and manage the premises, enforce all necessary and proper rules, and to enter the premises and exercise this authority at any time
- The HTCSCI is not responsible for accidents, injury, illness, or loss of group or individual property
- Facility user is responsible to see that all activities are properly controlled and supervised and agrees to comply with the City of Champaign Noise Ordinance and all other applicable laws

- Facility user or organization to which the reservation is issued assumes all responsibility for use of the facility. Reservations cannot be transferred, assigned, or sublet. The reservation holder or their delegate must stay until the entire party has left
- Facility user may park only in designated parking areas, including the time spent loading and unloading vehicle
- Abusive language or conduct will not be tolerated and will cause the person or persons involved to be asked to leave the facility
- The HTCSCI facility has maximum **capacity of 275 people**
- No soliciting is allowed in or around the HTCSCI facility
- After thirty (30) days, items left behind from the event will be disposed
- HTCSCI has the right to assign a BOT member to supervise the event
- Gambling is prohibited. Gambling is defined as: “giving of value for the possibility of obtaining the operation of an element of chance”
- The display of banners and/or signs is allowed for related to the event only
- Anyone violating the established rules and regulations or constituting a public nuisance may be required to leave the facility and deposit may be withheld
- HTCSCI reserves the right to reject any request for reservation of its facilities
- Any conflicts in reservations, the final decision will be made by HTCSCI BOT